

SHIRE OF CARNAMAH

Ordinary Meeting of Council

15 August 2018

Notice of Meeting

Dear Councillor,

The next Ordinary Meeting of the Carnamah Shire Council is to be held:

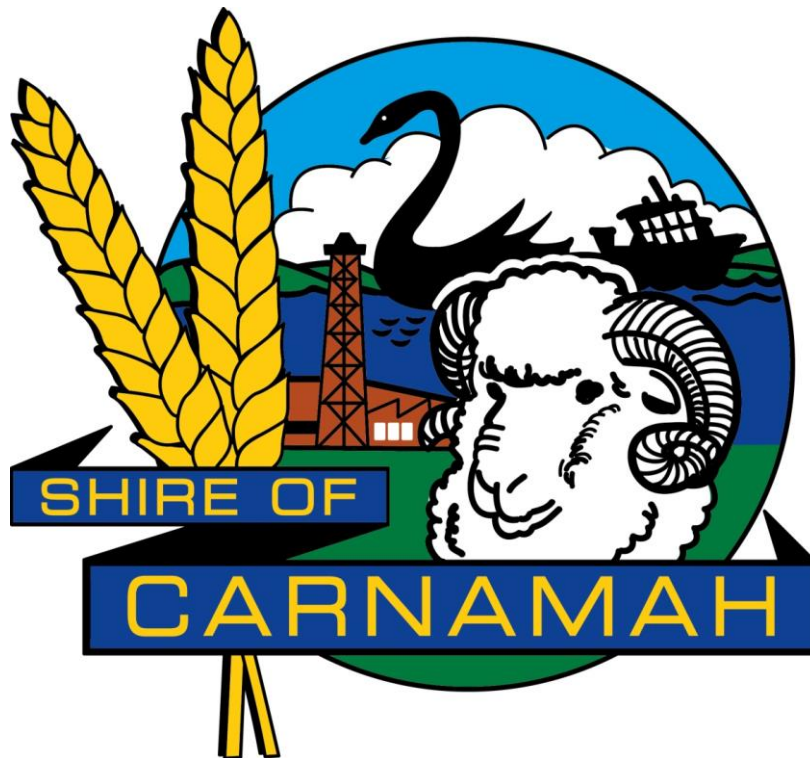
On: Wednesday 15 August 2018

At: Council Chambers, 33-37 Macpherson Street
Carnamah WA 6517

Commencing at: 4:00pm

Note: Briefing Session will commence at 3:00pm

.....
K L OBORN
CHIEF EXECUTIVE OFFICER



AGENDA

Ordinary Meeting of Council

15 August 2018

SHIRE OF CARNAMAH
ORDINARY MEETING OF COUNCIL – 15 August 2018

AGENDA

	Page
DISCLAIMER	5
1. DECLARATION OF OPENING	6
2. RECORD OF ATTENDANCE	6
Present	
Apologies	
Leave of Absence (previously approved)	
3. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE	6
4. PUBLIC QUESTION TIME	6
5. APPLICATIONS FOR LEAVE OF ABSENCE	6
6. DISCLOSURE OF INTEREST	6
7. PETITIONS, DEPUTATIONS AND PRESENTATIONS	6
8. ANNOUNCEMENTS BY THE PRESIDING PERSON WITHOUT DISCUSSION	6
9. CONFIRMATION OF MINUTES	7
9.1 Ordinary Meeting of Council – 18 July 2018 (as circulated)	7
10. MANAGEMENT REPORTS	8
10.1 FINANCE REPORTS	8
10.1.1 Accounts for Payment File: ADM0075 (Attachment 10.1.1 – List of Creditors Due & Submitted)	8
10.1.2 Financial Reports to 31 July 2018 File: ADM0075 (Attachment 10.1.2 – Monthly Financial Statement)	10

10.1.3	2018-2019 Budget and Imposition of Rates and Charges File: ADM0167 (Attachment 10.1.3 – Draft Budget 2018-2019)	11
10.2	ADMINISTRATION REPORTS	16
10.2.1	Request to rent the Supper Room and Kitchen facilities at the ‘Carnamah Town Hall and Performing Arts Centre’ File: ADM0262 (Attachment: 10.2.1(a) Letter from applicant) (Attachment: 10.2.1(b) Policy 8.5 Fees and Charges)	16
11.	ORDERING THE COMMON SEAL	18
12.	REPORTS OF COMMITTEES AND MEMBERS	18
13.	MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN	18
14.	NOTICE OF MOTIONS (For consideration at the following meeting, if given during the meeting)	18
15.	NEW BUSINESS OF AN URGENT NATURE ADMITTED BY COUNCIL	18
16.	CLOSURE OF MEETING	18

APPENDICES

APPENDIX “A”	Minutes of Ordinary Meeting of Council – 18 July 2018 (As circulated)
--------------	--

SHIRE OF CARNAMAH

DISCLAIMER

No responsibility is implied or accepted by the Shire of Carnamah for any act, omission or statement or intimation occurring during Council or committee meetings.

The Shire of Carnamah disclaims any liability for any loss whatsoever and howsoever caused arising out of reliance by any person or legal entity on any such act, omission or statement or intimation occurring during Council or committee meetings.

Any person or legal entity who acts or fails to act in reliance upon any statement, act or omission made in a Council or committee meeting does so at that person's or legal entity's own risk.

In particular and without detracting in any way from the broad disclaimer above, in any discussion regarding any planning application or application for a licence, any statement or intimation of approval made by any member or officer of the Shire of Carnamah during the course of any meeting is not intended to be and is not taken as notice of approval from the Shire of Carnamah.

The Shire of Carnamah advises that anyone who has any application lodged with the Shire of Carnamah shall obtain and should only rely on **WRITTEN CONFIRMATION** of the outcome of the application, and any conditions attaching to the decision made by the Shire of Carnamah in respect of the application.

Signed: _____

CHIEF EXECUTIVE OFFICER

SHIRE OF CARNAMAH

AGENDA

ORDINARY MEETING OF COUNCIL

To be held at the Council Chambers, 33-37 Macpherson Street, Carnamah
On Wednesday 15 August 2018
Commencing at 4:00pm

1. DECLARATION OF OPENING

2. RECORD OF ATTENDANCE

Present

Apologies

Leave Of Absence (Previously Approved)

3. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil

4. PUBLIC QUESTION TIME

5. APPLICATIONS FOR LEAVE OF ABSENCE

Leave of Absence was approved at the July Ordinary Meeting of Council for Councillors Kikeros and Bowman.

6. DISCLOSURE OF INTEREST

7. PETITIONS, DEPUTATIONS AND PRESENTATIONS

Councillors are invited to view the new house in Nairn Street following Council Meeting.

8. ANNOUNCEMENTS BY THE PRESIDING PERSON WITHOUT DISCUSSION

9. CONFIRMATION OF MINUTES

9.1 Minutes of Ordinary Meeting of Council held 18 July 2018

As Circulated

VOTING REQUIREMENT

Simple Majority

OFFICER RECOMMENDATION

Item 9.1

That the Minutes of the Ordinary Meeting of Council held on 18 July 2018 be accepted as a true and correct record.

10 MANAGEMENT REPORTS

10.1 FINANCE REPORTS

10.1.1 Accounts for Payment

Applicant:	N/A
Location / Address:	N/A
File Ref:	ADM0075
Disclosure of Interest:	Nil
Date:	10 August 2018
Author:	Ian Walsh - Deputy Chief Executive Officer
Attachments:	10.1.1 - Cheque & EFT Listing

SUMMARY

Council to confirm the payment of creditors for the period 7 July 2018 to 3 August 2018, in accordance with the Local Government (Financial Management) Regulations 1996 section 13(1).

ATTACHMENT

Copy of list of accounts paid (EFT & cheque payments), which will enable Council to confirm the payment of its creditors in accordance with Local Government (Financial Management) Regulations 1996, Section 13(1).

BACKGROUND

Financial Regulations require a schedule of payments made through the Council bank accounts to be presented to Council for their inspection. The list includes details for each account paid incorporating the payee's name, amount of payment, date of payment and sufficient information to identify the transaction.

COMMENT

Invoices supporting all payments are available for inspection. All invoices and vouchers presented to Council have been certified as to the receipt of goods and the provision of services and as to prices, computations and costings, and that the amounts shown were due for payment.

CONSULTATION

Nil

STATUTORY ENVIRONMENT

Local Government Act 1995, Section 6.4 *Financial Report*
Local Government (Financial Management) Regulations 1996 -
Section 12 Payments from municipal fund or trust fund;
Section 13 Lists of accounts; and
Section 15 Rounding off figures

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil

VOTING REQUIREMENT

Simple Majority

OFFICER RECOMMENDATION

Item: 10.1.1

That payment listed as Attachment 10.1.1. List of Accounts Due and Paid for the period 7 July 2018 to 3 August 2018; and paid by the Chief Executive Officer under delegated authority of Council, or by the Deputy CEO (in the Chief Executive Officer's absence) as delegated by the Chief Executive Officer including:

<i>Manual Municipal cheques:</i>	<i>022552 – 022554</i>
<i>Municipal cheques:</i>	<i>28128</i>
<i>Municipal EFT's:</i>	<i>11455 – 11543</i>
<i>Trust Cheques:</i>	<i>300427 – 300430</i>
<i>Payroll direct debits:</i>	<i>#01 - #02</i>
<i>Municipal Direct Debits</i>	<i>31/07/2018</i>

Totalling \$ 1,051,862.56 be approved and passed for payment.

10.1.2 Financial Reports to 31 July 2018

Applicant:	N/A
Location / Address:	N/A
File Ref:	ADM0075
Disclosure of Interest:	Nil
Date:	10 August 2018
Author:	Ian Walsh - Deputy Chief Executive Officer
Attachments:	10.1.2 Monthly Statement of Financial Activity,

SUMMARY

A Statement of Financial Activity and other supplementary financial information is produced monthly as part of the Council meeting agenda.

BACKGROUND

The attached financial report for the period 1 July 2018 to 31 July 2018 (Attachment 10.1.2) has been prepared in accordance with the Local Government Financial Management Regulations.

COMMENT

Included with this report is the following:

- Statement of Financial Activity for the period 1 July 2018 to 31 July 2018;
- Summary Rates Trial Balance Report as at 31 July 2018;
- Cash and Investment Listing;
- Debtors Listing;
- Other Supplementary Information;

CONSULTATION

Nil

STATUTORY ENVIRONMENT

Local Government (Financial Management) Regulation 34 - *Financial activity statement report* — s. 6.4

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil

VOTING REQUIREMENT

Simple Majority

OFFICER RECOMMENDATION

Item: 10.1.2

That Council receive the Statement of Financial Activity for the period 1 July 2018 to 31 July 2018; and other supplementary financial information as presented.

10.1.3 2018-2019 Budget and Imposition of Rates and Charges

Applicant:	N/A
Location / Address:	N/A
File Ref:	ADM0167
Disclosure of Interest:	Nil
Date:	10 August 2018
Author:	Ian Walsh – Deputy Chief Executive Officer
Attachments:	10.1.3 – 2018-2019 Draft Statutory Budget

SUMMARY

Each financial year, a budget is prepared and submitted to Council for its consideration. The budget details anticipated income and expenditure for the coming financial year and it has taken into account input from Council's decisions over the last 12 months, and contributions from Councillors and Officers over the same period.

The draft Annual Budget for the year ended 30 June 2019 has now been prepared and is submitted to Council for consideration of formal adoption.

BACKGROUND

The Local Government Act requires every local government to have an approved financial year budget taking into account Council's Corporate Business Plan and the Long Term Financial Plan. The draft Shire of Carnamah Annual Budget for the year ended 30 June 2019 detailing anticipated income and expenditure for the coming year has now been prepared in its statutory form.

The proposed differential rates were approved by Council on 20 June 2018 and advertised for public comment. Council needs to consider any submissions received prior to imposing the proposed 2018/19 differential rates and minimum payments.

No submissions have been received.

COMMENT

The budget is prepared taking into account all of the necessary statutory requirements; input from Council's previous decisions; and contributions from Councillors and Officers over the last 12 month period.

The budget is based on receiving the same rate yield as 2017/18 however due to the reduction in valuations on the GRV mining rate category the rate in the \$ has been increased by 4% and the minimum rate been increased by 5.6%.

Household and commercial rubbish charges have been increased by approximately 2%, whilst most other fees have been increased by 1.5%.

Grants funding from Federal/State Governments are as follows:

Grants funds have been secured through the “Additional State Initiative Fund” (ASIF) for the provision of –

- Upgrading another section of the Eneabba-Coolimba Road.

Funding has been secured through Roads of Regional Significance for the following:

- Continued widening of another 4 kilometres on the Carnamah-Eneabba Road; and
- Widening of a section of the Eneabba-Three Springs Road.

Roads to Recovery (RTR) funding has been allocated to gravel re-sheeting a section of Chatfield-Clarke Road.

The balance of Western Australian Natural Disaster Relief & Recovery Arrangement Funding (WANDRRA) for Flood Damage for completion of works on the following roads

- Bunjil Carnamah Road;
- Carnamah Perenjori Road;
- Gangway Road

Interest earnings on investments is expected to be lower than previous years.

Provision has been made for several transfers to reserves, to enable future projects to be undertaken. This includes the following more significant transfers of:

- \$ 60,000 to the Housing Reserve;
- \$ 15,000 to the Long Service Leave Reserve;
- \$ 26,000 to Swimming Pool Reserves
- \$ 10,000 to the Staff Leave Reserve;
- \$ 25,000 to the Resurfacing Carnamah Bowling Club Green Reserve; and
- \$ 10,000 to the Resurfacing Playing Surface Carnamah Tennis Courts Reserve.
- \$ 2,860 to the Resurfacing Netball Courts Reserve

The replacement of the following plant is included in the budget:

- 1 x Passenger Vehicle;
- 2 x Light Commercial Vehicles;
- Replacement of the Drake Low Loader;
- 1 x Tractor for Eneabba
- 1 x Isuzu Truck;
- Ride on Lawn Mower and
- Front Deck Mower for Eneabba.

Other major items include:

- Completion of new house at Lot 44 Nairn St (\$125,000)
- Expansion and fencing of both the Carnamah & Eneabba Refuse Sites (\$65,000);
- Fencing Liquid Waste Facility Site (\$30,000)
- Repainting the Carnamah Swimming Pool (\$37,000);
- Replacement of veranda decking boards at the town hall (\$12,000)
- Electrical upgrade of Carnamah Swimming Pool plant room (\$10,000)
- Replacement of Eneabba Swimming Pool plant room (\$15,000)
- Re-roof building trades shed Carnamah Depot (\$25,000)
- Improvement to Winchester Cemetery (\$10,000); and
- Sealing part of the parking area on the railway reserve along Yarra St (\$40,000)

CONSULTATION

Council Staff
WA Local Government Grants Commission
Various funding agencies

STATUTORY ENVIRONMENT

Local Government Act 1995

Section 6.2 Budget to be adopted prior to 31st August
Section 6.32 Imposition of rates to make up budget deficiency
Section 6.45 Imposition of rates installment administration charge
Section 6.51 Imposition of interest on overdue rates
Section 6.46 Granting of discounts for early payment of rates
Section 6.16 Imposition of Fees and Charges
Section 6.11(3) Reserve accounts change of purpose

and
Health Act 1911

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

The proposed budget for 2018/19 is a balanced budget.

VOTING REQUIREMENT

Absolute / Simple Majority

OFFICERS RECOMMENDATION

Item 10.1.3

That Council –

1. Give consideration to submissions received in regard to the Section 6.16 advertisement inviting input into the proposed differential rates.

Voting Requirement: Simple Majority

2. Adopts the Draft 2018/2019 Budget as presented in Attachment 10.1.3 – ‘Draft Statutory Budget’

Voting Requirement: Absolute Majority

3. Imposes the following uniform general and minimum rates on rateable land:

Rating Category	Minimum Rate \$	Rate in \$ (c)
GRV Townsite	755.00	14.976
GRV Rural	389.00	14.976
GRV Mining	755.00	29.952
UV Rural & Mining	755.00	1.9459

Voting Requirement: Absolute Majority

4. Impose an administration charge of \$10.00 per rates instalment notice, for those ratepayers that elect the instalment option, and a single administration charge of \$30.00 for persons entering into payment arrangements other than by the instalment plan.

Voting Requirement: Simple Majority

5. Impose an interest charge of 5.5% per annum on rates where an election is made to pay in accordance with the permitted instalment plan.

Voting Requirement: Simple Majority

6. Impose an interest charge of 11.0% per annum on all other rates that remain unpaid after becoming due and payable, including all payment arrangements other than the instalment plan.

Voting Requirement: Absolute Majority

7. Confirms that no discount is given where rates are paid in full by the due date.

Voting Requirement: Absolute Majority

8. Impose the following refuse collection charges where a property receives, or is eligible to receive, a rubbish collection service:

Domestic Refuse Collection:

\$266.50 per annum per mobile garbage bin service (+ GST where applicable).

Commercial Refuse Collection:

\$266.50 per annum per mobile garbage bin service (+ GST where applicable).

\$2,006.75 (including GST) per annum per 1.5m³ bin service.

\$4,013.50 (including GST) per annum per 3.0m³ bin service.

Voting Requirement: Absolute Majority

9. Impose the following sewerage charges where a property receives, or is eligible to receive a service:

Sewerage Charge Category A

\$798.00 (No GST) per annum

Sewerage Charge Category B

\$443.50 (No GST) per annum

Voting Requirement: Absolute Majority

10. Imposes fees and charges for the 2018/2019 Financial Year Draft Budget as presented in Attachment 10.1.3 – Draft Statutory Budget (Fees & Charges Schedule)

Voting Requirement: Absolute Majority

11. Re-affirm its Materiality Policy of 10% as per Policy 8.14.

Voting Requirement: Absolute Majority

12. Adopts the Significant Accounting Policy on pages 11 to 12 (Note 1) of the attached Draft Statutory Budget.

Voting Requirement: Absolute Majority

13. Sets the maximum claimable fees as below:

Council Meeting Sitting Fee	\$236.00 per Council meeting
Committee Meeting Sitting Fee	\$118.00 per meeting
Presidential Allowance	\$19,684.00 per annum

Voting Requirement: Absolute Majority

10.2 ADMINISTRATION REPORTS

10.2.1 Request to rent the Supper Room and Kitchen facilities at the 'Carnamah Town Hall and Performing Arts Centre' for a catering business

Applicant:	One L of a Good Feed Catering & Events
Location / Address:	Carnamah Town Hall and Performing Arts Centre
File Ref:	ADM0262
Disclosure of Interest:	Nil
Date:	10 August 2018
Author:	Ian Walsh – Deputy Chief Executive Officer
Attachments:	10.2.1(a) Letter from Applicant 10.2.1(b) Policy 8.5 – Fees and Charges Setting Policy

SUMMARY

The existing kitchen at the Carnamah Town Hall and Performing Arts Centre was refurbished about 10 years ago in order to provide catering facilities to improve the usage of the building.

It is fair to say that the facility has been used infrequently and it is very much under-utilised.

The applicant wishes to operate her catering business from the Supper Room at the Carnamah Town Hall and Performing Arts Centre for 1 to 2 days per week with an additional day for food preparation.

COMMENT

The applicant met with the CEO and DCEO at the location on 27 July to look at the kitchen, discuss her ideas and ascertain the likely hire charges.

It was suggested that she write to Council outlining her proposal.

Council's fees and charges schedule for 2017/18 set the hire fee for the Supper Room and Kitchen at \$65 per day or part thereof.

The applicant is requesting to rent the kitchen and supper room three days a week at a cost of \$50.00 per week.

CONSULTATION

Chief Executive Officer

STATUTORY ENVIRONMENT

Local Government Act 1995

6.12 Power to defer, grant discounts, waive or write off debts

- (1) *Subject to subsection (2) and any other written law, a local government may*
 - (a) *when adopting the annual budget, grant a discount or other incentive for the early payment of any amount of money;*
 - (b) *wave or grant concessions in relation to any amount of money; or*

- (c) *write off any amount of money, which is owed to the local government.*
- (2) *Subsection (1)(a) and (b) do not apply to an amount of money owing in respect of rates and service charges.*

POLICY IMPLICATIONS

Policy 8.5- Fees and Charges Setting Policy (copy attached)

FINANCIAL IMPLICATIONS

There will be an increase in power costs as there is likely to be fridge/freezers running 24 hours a day 7 days a week.

VOTING REQUIREMENT

Simple majority

OFFICER RECOMMENDATION

Item: 10.2.1

That Council either –

- 1. *Resolve not to reduce the hire fee for the kitchen and supper room at the Carnamah Town Hall and Performing Arts Centre,***
- or***
- 2. *Agree to rent the Kitchen and Supper Room at the Carnamah Town Hall and Performing Arts Centre for \$50.00 per week***

11. ORDERING THE COMMON SEAL

12. REPORTS OF COMMITTEES AND MEMBERS

13. MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

14. NOTICE OF MOTIONS

(For consideration at the following meeting, if given during the meeting)

15. NEW BUSINESS OF AN URGENT NATURE ADMITTED BY COUNCIL

16. CLOSURE OF MEETING